



# Volunteer Sign-in Sheet

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

Complete this form each time you do volunteer work. Fill in the time you start and finish work, the daily total, and the cumulative total.

Date	Activity	Start Time	End Time	Daily Total Hours
<b>Grand Total</b>				

When this form is full, please ask your supervisor for a new one.  
These forms will be used for your/our permanent records.

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_